

Minutes of the Finance Committee

Wednesday, October 19, 2011

Chair Haukohl called the meeting to order at 8:45 a.m.

Present: Supervisors Pat Haukohl, Pamela Meyer, Bill Zaborowski, Dave Falstad, and Jim Heinrich. Ted Rolfs arrived at 10:10 a.m. **Absent:** Rob Hutton.

Also Present: Chief of Staff Mark Mader, Executive Committee Chair/County Board Chair Jim Dwyer, Budget Manager Keith Swartz, UW-Extension Co-Directors Jerry Braatz and Melinda Stuart, Senior Financial Analysts Bill Duckwitz and Clara Daniels, Freeman Reporter Troy Laack, Federated Library Director Tom Hennen, Labor Relations Manager Jim Richter, Senior Human Resources Analyst Renee Gage, Sheriff Dan Trawicki, Inspector Steve Marks, Business Manager Lyndsay Johnson, Parks & Land Use Director Dale Shaver, Community Development Coordinator Glen Lewinski, Business Manager Peter Mudek, Budget Analyst Danielle Igielski, Emergency Preparedness Director Rich Tuma, Criminal Justice Collaborating Council (CJCC) Coordinator Rebecca Luczaj, and Treasurer Pam Reeves. Recorded by Mary Pedersen, County Board Office.

Discuss and Consider the 2012 Operating Budget for UW-Extension

Dwyer, Braatz, and Stuart were present to discuss the proposed 2012 operating budget for UW-Extension. Dwyer advised Supervisor Brandtjen was the only member of the Executive Committee to vote against this budget and an amendment will be coming forward. Total revenues and expenditures are budgeted at \$656,654 – a decrease of \$110,081 or 14.4%. The County tax levy is budgeted at \$341,063 – an increase of \$2,000 or 0.6%. The positions summary shows an increase of 0.11 in extra help for a total of 3.14 full-time equivalent (FTE) County positions and a decrease of 0.98 for a total of 16.87 FTE non-County positions. Braatz went on to review the strategic outcomes and objectives, performance measures, and grant funding list as outlined in the budget book.

MOTION: Heinrich moved, second by Zaborowski to tentatively approve the 2012 operating budget for UW-Extension. Motion carried 5-0.

Ordinance 166-O-059: Authorize Waukesha County University Of Wisconsin Cooperative Extension Office To Accept And Appropriate Funds For Educational Outreach Services To The City Of Waukesha For Their Lead Hazard Control Capacity Building Program

Braatz discussed this ordinance which involves accepting a \$24,900 grant over a three-year period as part of the City of Waukesha's Lead Hazard Control Capacity Building program. A key program outcome includes providing education to families with older homes contaminated with lead-based paint and teaching them about the impacts of lead on their health, especially with youth under the age of six years old.

MOTION: Falstad moved, second by Meyer to approve Ordinance 166-O-059. Motion carried 5-0.

Discuss and Consider the 2012 Operating Budget for the Federated Library System

Hennen and Dwyer were present to discuss the proposed 2012 operating budget for the Federated Library System. Dwyer noted that this budget was unanimously approved by the Executive

Committee. Total all funds, revenues are budgeted at \$1,781,750 – an increase of \$232,963 or 15.0%. The County tax levy is budgeted at \$2,883,486 – an increase of \$29,547 or 1.0%. Expenditures are budgeted at \$4,600,236 – an increase of \$226,691 or 5.2%. The positions summary remains unchanged from 2011 and shows a total of 7.03 FTE positions. Hennen went on to review the strategic outcomes and objectives, program highlights, activity data, and state and federal aids as outlined in the budget book.

MOTION: Heinrich moved, second by Falstad to tentatively approve the 2012 operating budget for the Federated Library. Motion carried 5-0.

Ordinance 166-O-063: Approve 2012 Position Changes Through Creation, Abolishment, And Reclassification

Richter and Gage were present to discuss the proposals as outlined in the ordinance. Richter said it is requested that a total of 20.25 FTE County positions be abolished and 5.5 FTE positions be created in 2012 for a net savings of \$229,000. Many of the positions being abolished are unfunded and have been for several years. The cost of these unfunded positions is not included in the above listed savings. He indicated that nine employees are set to be laid off in 2012 and staff is working hard to find them other County employment. Overall, he believes six employees will be laid off next year but things can change between now and the beginning of the year.

Rolfs arrived at 10:10 a.m.

Gage and Richter went on to explain Table 1 of the ordinance titled “Create and Abolish Positions.” Departments affected include the Department of Administration, Corporation Counsel, Health & Human Services, Parks & Land Use, Public Works, and Treasurer. Staff also reviewed reclassifications which involve two positions in Health & Human Services and nine positions in Public Works.

MOTION: Falstad moved, second by Heinrich to approve Ordinance 166-O-063. Motion carried 6-0.

Ordinance 166-O-061: Accept Donated Pontoon Boat From Skipper Buds

Trawicki, Marks, and Johnson were present to discuss this ordinance which involves accepting a donated pontoon boat and outboard motor with an estimated value of \$3,575. The boat will be used for the Cops and Bobbers Program. The department currently rents boats from Smokey’s Bait Shop. Annual operating costs are estimated at less than \$1,000 and will be absorbed within existing operating budgets. To answer Heinrich’s question, Trawicki said they will probably use asset forfeiture funds in the spring to purchase a boat trailer.

MOTION: Zaborowski moved, second by Meyer to approve Ordinance 166-O-061. Motion carried 6-0.

Discuss and Consider the 2012 Operating Budget for the Parks & Land Use Department

Shaver and staff were present to continue their presentation of the proposed 2012 operating budget for the Parks & Land Use Department from the October 12 Finance Committee meeting. The following budget areas were discussed: Community Development Block Grant, Land Information System, Walter J. Tarmann Fund, and Materials Recycling.

Shaver distributed copies of “Moor Downs Closing Cost Analysis” which pertains to Zaborowski’s proposed amendment to close Moor Downs golf course. Shaver said the cost of closing a golf course is astronomical and reopening a golf course after hiatus is also very costly which he explained in detail. Zaborowski would like the land to remain County-owned and turned into a park because the golf course often shows year-end operating losses. Shaver agreed the golf course often comes in over budget but the golf course fund as a whole (Naga-Waukee, Wanaki, and Moor Downs) comes in below budget. Haukohl advised that proposed amendments to the 2012 County operating budget will be discussed in detail and considered at the October 31 Finance Committee meeting.

To answer Haukohl’s question, Daniels concurred that corrections pertaining to this budget, most of which were minor, have been made to the budget book.

MOTION: Heinrich moved, second by Meyer to tentatively approve the 2012 operating budget for the Parks & Land Use Department. Motion carried 6-0.

Review Correspondence

Swartz, at the request of Hutton, provided copies of “Department of Administration Personnel Cost Increase Analysis: Administration Services and Information Technology Solutions.”

Ordinance 166-O-060: Accept Homeland Security-Urban Area Security Initiative (UASI) FFY 2008 Program Funding And Modify The Emergency Preparedness 2011 Budget To Appropriate Grant Revenues And Expenditures For Purchase Of Credentialing Supplies And Equipment, And Community And Citizen Preparedness Materials

Tuma discussed this ordinance as outlined which involves accepting a \$6,500 grant to pay for contracted services and supplies related to a personnel credential/identification access pilot business recovery project in Menomonee Falls.

Meyer felt \$4,500 to create staff identification cards was quite a bit of money.

MOTION: Falstad moved, second by Zaborowski to approve Ordinance 166-O-060. Motion carried 5-1. Meyer voted no.

Ordinance 166-O-062: Accept 2011 Adult Drug Court Discretionary Grant Program Award Through The U.S. Department Of Justice – Bureau Of Justice Assistance

Luczaj discussed this ordinance as outlined which involves accepting a \$350,000 grant to serve 75 individuals over a three year period in an adult drug court program. Participants must be Waukesha County residents and non-violent. This program is currently in planning phase. The District Attorney’s Office will be the “gatekeepers” for the program and determine eligibility. Participation will be part of plea agreement and for those who successfully complete the one-year program, charges will be reduced from felony to misdemeanor or possibly dismissed. Luczaj noted that the Health & Human Services Committee will bring forward an amendment to allocate the funds for 2012.

MOTION: Rolfs moved, second by Zaborowski to approve Ordinance 166-O-062. Motion carried 6-0.

Ordinance 166-O-066: Cancel Unredeemed Checks Issued By County Treasurer

Reeves discussed this ordinance as outlined. Upon approval, uncashed checks on the list referenced in the ordinance totaling \$14,762.73 will be canceled and placed in a liability account of the Unclaimed Property Fund. Pursuant to Wis. Stats., any individual or entity whose favor the checks were drawn shall have six years from the date of the original check to have the check reissued without interest. All funds unclaimed after six years will be transferred to the appropriate revenue account in the General Fund. During the six-year period of time, the funds will be invested and the earned investment income will be allocated to the General Fund.

MOTION: Rolfs moved, second by Falstad to approve Ordinance 166-O-066. Motion carried 6-0.

MOTION: Heinrich moved, second by Falstad to adjourn at 12:10 p.m. Motion carried 6-0.

Respectfully submitted,

Pamela Meyer
Secretary